

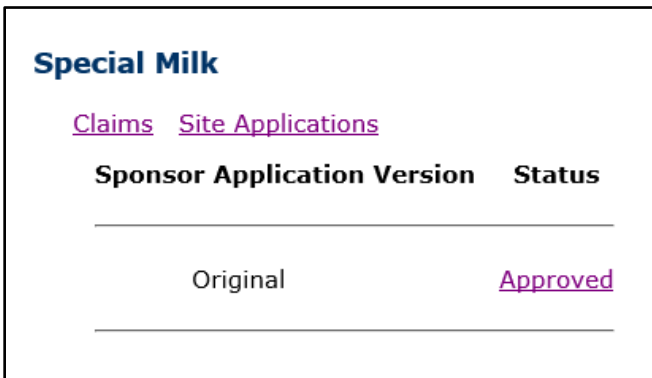
Log into the system: <https://my.doe.nh.gov/myNHDOE>

Click on Food and Nutrition

If you are Application Data Entry, make sure you click on that;
If you are Application Claim Entry, make sure you click on that;
If you are Claim Data Entry, make sure you click on that; or
If you are Claim Submit Entry, make sure you click on that.

To Enter a Claim into the system:

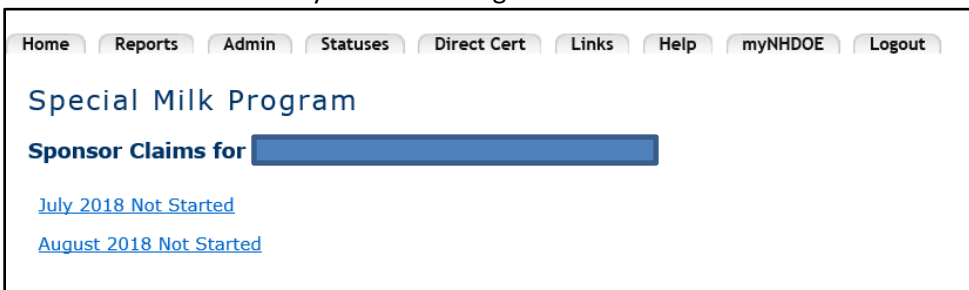
Click on the Claims link:



The screenshot shows a web page titled "Special Milk". Below the title are two links: "Claims" and "Site Applications". There is a table with two columns: "Sponsor Application Version" and "Status". The table contains one row with the value "Original" in the first column and "Approved" in the second column.

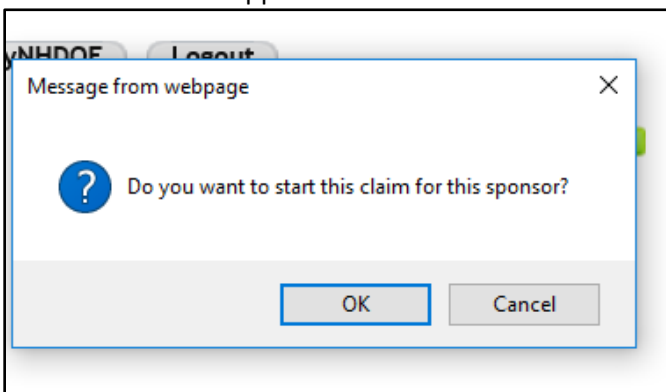
Sponsor Application Version	Status
Original	Approved

Then: click on the month you are claiming for.



The screenshot shows a web page titled "Special Milk Program". At the top, there is a navigation bar with links: Home, Reports, Admin, Statuses, Direct Cert, Links, Help, myNHDOE, and Logout. Below the title, there is a section "Sponsor Claims for" followed by a blue button. Below this, there are two links: "July 2018 Not Started" and "August 2018 Not Started".

Then: this box will appear and click OK



The screenshot shows a dialog box titled "Message from webpage". It contains a question mark icon and the text "Do you want to start this claim for this sponsor?". At the bottom, there are two buttons: "OK" and "Cancel".

Then: the following page will appear

Special Milk Program

Sponsor Claim for [REDACTED] July 2018 - Claim 1 - Revision 0

Status: [In Process by pcarignan on 8/21/2018 11:28:45 AM](#) [Status History](#) [View Validations](#)

Instructions:

Click the link buttons below to enter site level claims for this period. The Operational Data will be summarized at the sponsor level as the site level claims are entered and saved. When you are finished with the site level claims, click the status link above to submit this claiming period to the NHD OE for processing.

Warnings/Errors:

- The Validation Produced No Errors - There were no errors generated for the claim

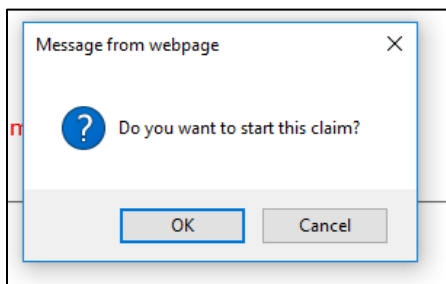
Remarks (Required if Warnings Exist):

[Edit](#)

Site Claims:

Camp Bell	Warnings: 0	Errors: 0	ENTER MEAL COUNTS
Camp Carpenter	Warnings: 0	Errors: 0	ENTER MEAL COUNTS
Griswold Scout Reservation	Warnings: 0	Errors: 0	ENTER MEAL COUNTS

Click on the Enter Meal Counts a box will appear, click ok if you are ready to start the claim



Then: you will hit Edit to enter your numbers

July 2018 - Revision 0

[Edit](#) [Delete](#)

Operational Data (Required):

Number of children approved for free milk:	0
Number of children approved for Paid Milk:	0
Average Daily Attendance:	0
Operating Days:	0
# of 1/2 Pint Milk Served - Free:	0
# of 1/2 Pint Milk Served - Paid:	0

Remarks (Required if Warnings Exist):

[Edit](#) [Delete](#)

Then this screen will appear:

July 2018 - Revision 0

Instructions:
Complete this form, then click the Save link button. Once saved, the site level data will be summarized at the Sponsor Level.
[Save](#) [Cancel](#)

Operational Data (Required):

Number of children approved for free milk:

Number of children approved for Paid Milk:

Average Daily Attendance:

Operating Days:

of 1/2 Pint Milk Served - Free:

of 1/2 Pint Milk Served - Paid:

Remarks (Required if Warnings Exist):

(2000 character limit; 2000 remaining.)

[Save](#) [Cancel](#)

Enter you numbers in the appropriate boxes. Please use the Paid Milk and not the Free Milk

In the Remarks you will need to put how much your milk cost you for the month.

See Example below:

July 2018 - Revision 0

Instructions:
Complete this form, then click the Save link button. Once saved, the site level data will be summarized at the Sponsor Level.
[Save](#) [Cancel](#)

Operational Data (Required):

Number of children approved for free milk:

Number of children approved for Paid Milk:

Average Daily Attendance:

Operating Days:

of 1/2 Pint Milk Served - Free:

of 1/2 Pint Milk Served - Paid:

Remarks (Required if Warnings Exist):

Milk cost \$450.00

(2000 character limit; 1983 remaining.)

[Save](#) [Cancel](#)

Once happy with numbers it SAVE: Then this will appear. This Warning will always appear, it is to remind you to put the cost of the milk in the Remark Section.

Saved Successfully

Warnings/Errors:

- Warning - Cost of milk is \$0.00.

[Edit](#) [Delete](#)

Operational Data (Required):

Number of children approved for free milk:	0
Number of children approved for Paid Milk:	500
Average Daily Attendance:	320
Operating Days:	18
# of 1/2 Pint Milk Served - Free:	0
# of 1/2 Pint Milk Served - Paid:	2000

Remarks (Required if Warnings Exist):

Milk cost \$450.00

[Edit](#) [Delete](#)

Then hit the Green Arrow to bring you back to the Claim.



Repeat the steps above if you have more than one site.

If not, left click on the In Process Button and check off "Yes, send this claim to the Submitter and hit Send

July 2018 - Claim 1 - Revision 0

Status: [In Process by pcarignan on 8/21/2018 11:28:45 AM](#) [Status History](#) [View Validations](#)

Instructions:
Click the link buttons below to enter site level claims for this period. The Operational Data will be summarized at the sponsor level as the site level claims are entered and saved. When you are finished with the site level claims, click the status link above to submit this claiming period to the NHDOE for processing.

Warnings/Errors:

- The Validation Produced No Errors - There were no errors generated for the claim

Remarks (Required if Warnings Exist):
[Edit](#)

Site Claims:

Camp Bell	Warnings: 1	Errors: 0	View
Camp Carpenter	Warnings: 0	Errors: 0	ENTER MEAL COUNTS
Griswold Scout Reservation	Warnings: 0	Errors: 0	ENTER MEAL COUNTS

Send To Submitter:

If you are ready to send this claim to your submitter, place a check in the checkbox below and click the Send button. Otherwise, click the Cancel button to return to the claim.

☐ Send me a copy of the email notification
☐ Yes, send this claim to the submitter!

Once this is complete then the Claim Submit Person will log in and look everything over. If everything matches then the Submitter will then Left Click on: "Submit to NHDOE for Review/Approval.

July 2018 - Claim 1 - Revision 0

Status: [Pending Submission by pcarignan on 8/21/2018 11:42:25 AM](#) [Status History](#) [View Validations](#)

Instructions:

Send to NHDOE:

You can send this claim to the NHDOE for review or you can return it for further modification.
Select a status, add an optional custom message and click the Send button.
Otherwise, click the Cancel button to return to the claim.

☐ Submit to NHDOE for Review/Approval
☐ Return to data entry

Message (optional):

(500 character limit; 500 remaining.)

☐ Send me a copy of this notification

Then the Claim will come to the NH DOE and we will look at the claim and approve it for payment.